



USAID | MALI

FROM THE AMERICAN PEOPLE

MEMORANDUM

DATE: July 16, 2013

FROM : Zachary Clarke, Contracting Officer *z*

SUBJECT : Vacant Position: Human Resources Management Assistant

TO: US Mission Locally Employed Staff and all potential candidates

OPENING DATE: July 17, 2013

CLOSING DATE: July 31, 2013

GRADE LEVEL: **FSN PSC-08 (FCFA 5,692,785 to FCFA 9,242,313)**
(If an applicant does not meet all required qualifications for the position and is selected for the position, he/she may be hired at a lower grade than the position classification grade).

The U.S. Agency for International Development, co-located with the US Embassy Bamako, is seeking one individual as Human Resources Management Assistant.

Basic Function of Position

The Executive Office is responsible for providing the full range of management and administrative services required to support the USAID/Mali. The position is located in the Human Resource Section of the Executive Office and is responsible for a variety of human resource development activities and personnel functions dealing with local Personal Services Contract (PSC) employees in Mali.

Under the supervision of the Human Resource Specialist, the incumbent performs a wide variety of HR functions including recruitment processing, benefits administration and personnel actions for FSN employees of USAID/Mali. Incumbent is also involved in Mission Training upon request of the Personnel Specialist as well as the inter-agency bi-annual inter-agency awards.

Major Duties and Responsibilities

Recruitment /FSN Employment Processing and Personnel Actions 40%

1. Assist with the recruitment of local employees for positions scheduled to become vacant or for newly-established positions in the Agency, and generally will be tasked to assemble to recruitment package according to the need of the position in question.
2. Assist in the preparation of job vacancy announcements for American Embassy newsletter and inter-agency/internal dissemination/transmission and newspaper advertisement by summarizing the duties and

responsibilities and the required qualifications of the position for the Personnel Specialist review in light of the Executive Officer and recruiting office approval.

3. Makes preliminary screening according to position criteria of all applicants and ensures that application letters received in response to job vacancy announcements determining those who are qualified and forwards application letters/resume for review by the Personnel Specialist for the requesting office/division.
4. Coordinates required interviews including skill tests for short-listed applicants.
5. Assist in the process of qualified FSN candidates for employment.
 - i. Assists candidates to ensure correctness of entries on required background information forms.
 - ii. Assist with the preparation of medical and security clearances documents in light of requesting clearance from the appropriate office.
6. Assist the Personnel Specialist with putting together an orientation package for all newly-appointed FSN employees in accordance with the Check-in-List.
7. Assist with contract preparation and all other necessary documents prior to employees' start date.
8. Upon instructions from the Personnel Specialist, prepares contracts amendments thru an SF-50 or change in personnel information thru JF-62 and forwarded to the financial office for processing prior sending it to FSC-Charleston.
9. Upon instruction from the Personnel Specialist, provides, the team of office with an accurate budget in light of the MAARD initiation by the respective teams.
10. Composes a variety of personnel communications - letters, memoranda, certifications - in connection with FSN employment for the Personnel Specialists review.
11. Assist with the processing of retirement papers for FSNs and assists former USAID employees in completing retirement forms, summarizing total employment history of the retiree based on verified or unverified retirement service.
12. Issues Statement of Service to separating employees, indicating his/her service outside USAID and service with AID.

Job Evaluation/Classification 20%

Assist and participates in the analysis and evaluation for proper classification of FSN positions.

1. Reviews Position Descriptions submitted to HR to ensure accuracy.
2. Performs Supervisory and Employee desk audit, analyses and reviews PDs and the corresponding JDHS.
3. Evaluates position through the CAJE system database.
4. Prepares form OF-298 for signing by recruiting office and EXO.

Employees' Benefits 10%

1. Upon instruction from the Personnel Specialist, incumbent must be able to provide guidance to FSN in regards to procedures and administration matters relating to claims, entitlements, and payments of health and other benefits and services in accordance with regulations.
2. Inform Personnel Specialist of employees who need guidance with their benefits under the local medical insurance coverage. Enters upon instruction all Medical Expenses Report for employees on quarterly basis and report Debit for employees who have exceeded the amount in respect of medical allotment.
3. Coordinate with the Personnel Assistant on all matters related to Mission Staffing Pattern Database (WEBPASS).

Backstop for Training and Awards 10%

H/she will assist the HR Specialist and Training Coordinator in coordinating and processing training and awards for Mission Staff.

PSC Support: 10%

Assists the HR Specialist in the recruitment and administration of locally recruited PSC's:

- Receives applications, prepares packages for the TEC.
- Arranges for interviews.
- Provides the selected employee and/or AID/SEC with the necessary security and medical clearance forms; follows up with SEC, M/MED, and new employee. Resolve any problems or refer them to the Personnel Specialist or the EXO.
- Coordinates employee's arrival with Travel.
- Drafts PSC contract modifications and negotiation memos for review by the HR Specialist.
- Sends regrets letters to unsuccessful applicants
- Maintains/updates contract files in accordance with the appropriate regulations.

Other Duties: 10%

Incumbent is expected to act as Personnel Specialist when incumbent is absent which does entail providing supervision of personnel during those times.

Minimum Qualifications: To be considered for this position, applicants must meet the minimum qualifications

1. US Mission Local Employee Staff and other potential candidates;
2. Post-Secondary study (Diploma) in Business Administration, Public, Administration; or related field is required.
3. Four to six years of progressively responsible experience in position classification or wage administration required. At least two years of the experience should be in Position Classification with a U.S. Government agency. Relevant experience is defined as some combination of experience business administration, classification, communications skills and knowledge of Host Government Labor Law.

Selection Factors: To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on panel assessment of the selection factors listed below.

Applicants are required to address each of the selection criteria on a separate sheet describing specifically and accurately what experience, training, education, and/or awards or recognition they have received relevant to each criteria described below, and any related considerations. Be sure to include your name and the announcement.

Qualifications Required:

Education (15 points)

Post-Secondary study (Diploma) in Business Administration, Public, Administration or related field is required.

Prior Work Experience (25 points)

Four to six years of progressively responsible experience in position classification or wage administration required. At least two years of the experience should be in Position Classification ~~with a U.S. Government agency.~~

Language Proficiency (20 points)

English and French Languages fluency: At this level the incumbent is required to possess a high degree of proficiency in both written and spoken English, including ability to translate the host country language into precise and correct English, and vice versa.

Knowledge required by the Position (25 points)

Knowledge of position classification is required. Knowledge of USG contracting procedures is desirable. Knowledge of local labor law and standard personnel practices applicable to the full spectrum of personnel management from recruitment through retirement required.

Skills and Abilities (15 points)

H/she must have strong interpersonal skills. H/she must be able to work with people from different cultures. H/she must possess considerable initiative and resourcefulness to deal with various personnel issues. H/she must have the ability to apply and interpret regulations to current situations. Good computer skills in use of a word processing system, Access, Excel, and other MSOffice applications. H/she must have thorough knowledge of filing and records management.

Maximum Evaluation Score: 100 points

Position Elements

- a. **Supervision Received:** Directly supervised by the HRM Sr. Personnel Specialist.
- b. **Exercise of Judgment:** The highest level of judgment and discretion must be exercised by the incumbent at all times given the confidential nature of personnel issues. H/she must use initiative and discretion regarding personnel matters and interpretation of personnel policy. Job holder must be able to provide advice and guidance to assigned staff on a variety of personnel issues.
- c. **Authority to Make Commitments:** None
- d. **Nature, Level, Purpose of Contacts:** Contact is with all Mission, US and other Agency staff in relation to normal duties, general public on enquiries about vacancies in Mission, Media House to place advertisement etc.
- e. **Supervision Exercised:** Supervises the other two HR employees during the absence of the HR Specialist.
- f. **Time Required Performing Full Range of Duties after Entry into Position:** One Year.

Selection Process:

It is essential that all candidates address the above minimum requirements in the application. Applicants must be eligible for appointment under host government laws and regulations.

Additional Selection Criteria:

Management will consider nepotism/conflict of interest, and budget implications in determining successful candidacy.

TO APPLY:

Interested candidates for this position should submit the following documents:

1. A U.S. Federal Employment Form DS-174 found directly under the U.S. Embassy site <http://mali.usembassy.gov> available job opportunities.

The DS-174 must be signed and those submitted unsigned will be rejected.

2. A resume or curriculum vitae relevant to the position for which the applicant is applying;
3. A cover letter of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the Human Resources Management Assistant position.
4. Applicants are required to provide three (3) to five (5) professional references with complete contact information including email address and telephone numbers. References should have knowledge of the candidate's ability to perform the duties set forth in the application and must not be family members or relatives
5. Applicants must provide their full mailing address with telephone, facsimile numbers and email address and should retain for their records copies of all enclosures that accompany their submissions.

All uncompleted applications will be rejected

SUBMIT APPLICATION:

Human Resources Management Office - Email: bamakohrmvacancies@usaid.gov

Detailed Statement of duties and the qualification requirements for the position is available at U.S. Embassy main entrance guard booth. ([USAID Mali, c/o American Embassy, ACI 2000, B.P. 34, Bamako, Mali](#))

CLOSING DATE FOR THIS POSITION: July 31, 2013

The US Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.